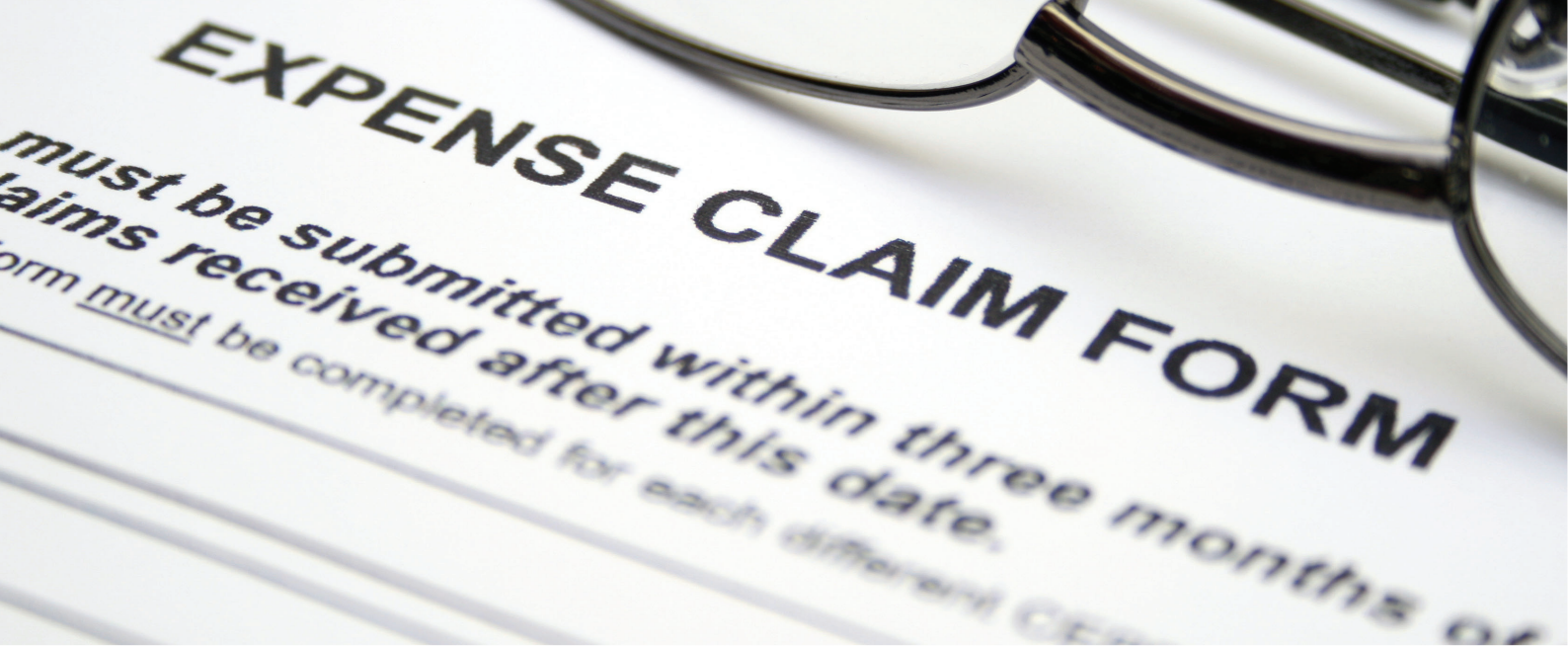


Civic office expenses and facilities policy

13th edition
25 July 2025



Civic office expenses and facilities

Council policy

1 Policy statement

We will reimburse expenses and provide facilities to ensure that our elected officers are not financially or otherwise disadvantaged in undertaking specific duties of a Councillor.

2 Scope

The policy applies to all Councillors as well as any employees involved in arranging reimbursement of expenses, or in providing facilities and assistance, to Councillors.

This policy also applies to any administrator(s) that may be appointed by the Minister, subject to any necessary modifications.

This policy does not deal with the setting or paying of annual fees to the Mayor and Councillors; the making of which is determined by the Local Government Remuneration Tribunal.

Breaches of the policy will be dealt with in line with Procedures for the Administration of the Code of Conduct.

3 Definitions

Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Councillor	A person elected or appointed to civic office and includes Mayor delegates of the Council and members of Council committees who represent or act on behalf of Blacktown City Council.
Employee	Any person with an employment contract with Council and works full-time, part-time, a casual or term contract basis.
We, us, our	Blacktown City Council
Year	Means the financial year, that is the 12 month period commencing on 1 July each year

4 What expenses we will pay

4.1 Councillors are paid for expenses that they reasonably incur in their official duties, and where practicable, there are limits on the cost of Councillor's expenses.

4.2 We will pay or reimburse Councillors for the cost of:

- assessing planning matters and attending Sydney Central City Planning Panel meetings
- professional development, attendance at seminars and conferences and training that directly relate to the function of Council and/or the matters that may be brought to Council for consideration, up to a maximum amount of \$11,400 per Councillor and

\$13,680 for the Mayor each year¹. This includes the cost of event fees, accommodation, transportation, car rental, car parking fees, sustenance and other out-of-pocket expenses specifically related to the attendance

- travel to attend meetings of the Council, or one of its committees, or other approved meetings, inspections or events/functions directly related to their role of Councillor up to a maximum amount of \$7,000 per Councillor each year
- attendance at local fundraising and not-for-profit community events up to a maximum amount of \$1,150 per Councillor and \$5,700 for the Mayor, each year
- incidental expenses of the Mayor, as defined in the accompanying standard, up to \$5,700 each year
- the cost of any gift (must be of token value) provided in attending an official business trip or receiving visitors, e.g. as part of our Sister Cities program
- legal expenses in connection with any action taken against a Councillor, any proceedings arising from a Councillor's performance of their elected role or exercise of their functions as a councillor, or relating to any inquiry, investigation or hearing
- carer expenses
- disability provisions.

4.3 We will only pay limited expenses for an accompanying person.

4.4 We will not pay any general expenses.

4.5 The monetary limits in this policy will be adjusted annually to the Consumer Price Index for Sydney, as 1 March, and will be rounded up to the nearest \$10.

4.6 We will pay the Deputy Mayor an allowance at the rate of 13.45% of the fee payable to the Mayor under s 249 of the *Local Government Act 1993*, and as determined by the Local Government Remuneration Tribunal, out of the fee payable to the Mayor.

4.7 Payment or reimbursement of expenses is subject to meeting the terms and conditions detailed in our Civic office expenses and facilities standard.

5 How Councillors seek authority for expenditure

5.1 Councillors must seek written approval for attendance at seminars, conferences and professional development training programs prior to the event, and include the benefits to Council in attending. After returning, Councillors should report to Council on aspects relevant to Council business and/or the local community, except for attendance at State and National Local Government Association events.

5.2 Councillors must claim and reconcile expenses, using the forms required by this policy within 6 months of incurring the expense, unless agreed otherwise by the Mayor and/or

¹ Councillors must consider whether they have a pecuniary interest before seeking approval for attendance at a seminar, conference or training. If attendance contributes to a Councillor's professional development (other than development as a Councillor) or to maintaining a Councillor's personal professional qualification, the Councillor must make a pecuniary interest declaration before approval is considered under delegated authority. The Councillor must not be present during the consideration, discussion or decision concerning the Councillor's attendance.

Chief Executive Officer due to exceptional circumstances. We will not pay expenses or allowances claimed later.

5.3 The Mayor, or in the Mayor's absence, the Deputy Mayor, and the Chief Executive Officer have delegated authority to approve Councillor:

- attendance at seminars, conferences and professional development training sessions
- expenses

5.4 The Mayor's attendance at seminars, conferences and professional development training sessions, and expenses are approved by the Deputy Mayor and Chief Executive Officer.

5.5 Council must approve any Councillor's overseas travel at an ordinary meeting before the travel commences. The report on proposed travel should include who is travelling, the purpose of the travel, expected benefits, duration, itinerary and approximate total cost.

Where Council has approved overseas travel to a Sister City official event for the Mayor or their nominee, Councillors may elect to travel overseas at their own expense to attend the event. Councillors will only be reimbursed for sustenance and rental car expenses incurred when attending the Sister City event in an official capacity.

After returning Councillors should submit a written report to an ordinary meeting of Council detailing aspects of the trip relevant to Council business and or the local community.

6 What facilities we will provide

6.1 Councillors are provided with access to facilities to support them in fulfilling their official duties.

6.2 Councillors are not to obtain private benefit from use of our equipment and facilities or from travel bonus or similar schemes.

6.3 We accept that there may be incidental private use of our facilities.

6.4 Councillors must not use our equipment and facilities for election material or political campaigning.

6.5 Facilities available to all Councillors include:

- computer hardware and software, internet access and printers
- mobile telephone
- home office and stationery items
- shredding machine
- corporate clothing
- access to secretarial assistance
- access to office space and car parking
- meals and refreshments during meetings of Council and its committees
- subsidised membership to our aquatic and leisure centres
- 2 free tickets to every event of function organised or presented by Council.
Additional free tickets are at the discretion of the Mayor and Chief Executive Officer
- invitations to relevant functions held in their wards

- insurance coverage.

6.6 Additional facilities available to the Mayor include:

- fully maintained vehicle
- dedicated office space
- dedicated secretarial assistance
- corporate credit card.

6.7 Councillors may use facilities only while they hold office, and must return all facilities within 7 days of vacating office.

6.8 We may allow Councillors to purchase used equipment if it is being upgraded and/or when they leave office. This is solely at the discretion of the Chief Executive Officer and must reflect market value.

7 Other expenses and benefits relating to councillors and past Mayors

7.1 Recognition of service

We will recognise a Councillor's service, if the Councillor agrees to accept, as follows:

- On ceasing to hold civic office – presentation of a Certificate of Service and a gift chosen by the Mayor and Chief Executive Officer
- On holding civic office for 12 years (3 terms) – presentation of Long Service Certification
- On holding civic office for 20 years (5 terms) – presentation of plaque at a Council dinner
- On holding civic office for 25 years – presentation of a gift chosen by the Mayor and Chief Executive Officer up to a value of \$750 (plus GST)
- On ceasing to hold civic office after more than 25 years – a civic dinner.

Where the Mayor is being recognised, the gift will be chosen by the Deputy Mayor and Chief Executive Officer.

If any existing Councillor has achieved any of the above years of service when this policy commences, Council will apply the highest recognition that applies.

We will award the title of Emeritus Mayor to Councillors who have served a minimum of 3 one year terms as Mayor and who have expressed an interest in the honorary title.

8 Standard

8.1 Payment or reimbursement of expenses under this policy is subject to the terms and conditions of the Civic office expenses and facilities Standard that sets out the specific detail on expenses and facilities provided to Councillors.

9 Resolution of disputes

- 9.1 Councillors may ask to have any disputed determination under this policy resolved by mediation and or arbitration by a member of Council's Legal Services or Conduct Review Panels.
- 9.2 The mediator or arbitrator will be selected from the Panels by the Mayor and Chief Executive Officer, and the mediator's or arbitrator's decision will be final.

10 Review and exhibition of this policy

- 10.1 We will review this policy during each term of Council, after which it will be placed on public exhibition for a period of 28 days.
- 10.2 We will adopt the updated policy following consideration of any submissions received.
- 10.3 We may, however, make minor changes to the policy during the term of Council without subsequent public exhibition. A minor change does not include an increase in maximum expenditure limits.
- 10.4 A current version of the policy will be available on our website:
www.blacktown.nsw.gov.au

11 References and approvals

Policy number	P000469
Category	Governance & Council support
Reports	DD360107; PD1022, CS450086
File number	117-337-1/2
Date created	20 September 2007
Version	13
Last review	23 June 2025
Approval	Council
Next review	May 2029
Owner	Corporate Services
Responsible officers	Director Corporate Services Management Procurement and Governance
Related policies and documents	• Civic office expenses and facilities Standard • Code of Conduct (Councillors) • Communications devices policy • Forms: ○ Councillor's claim for sustenance expenses ○ Councillor's claim for out of pocket expenses ○ Councillor's claim for travelling expenses ○ Councillor's claim for equipment and facilities
Related delegations	Part two - delegations form the coucil to the Mayor and Chief Executive Officer
Related law	Local Government Act 1993
Related documents	• OLG Circulars: ○ 08/24 - Misuse of Council resources ○ 08/37 - Council decision making prior to ordinary elections ○ 09/36 - Release of revised Councillor expenses and facilities guidelines ○ 11-27 - Findings from review of Councillor expenses and facilities policies • OLG Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW - 2009 • OLG Better Practice Review of Blacktown City Council - June 2011 • Independent Commission Against Corruption (ICAC) - No excuse for misuse, preventing the misuse of Council resources (Guidelines 2) November 2002.

Civic office expenses and facilities Standard

This document supports Council policy P000469 'Civic office expenses and facilities'. It provides the terms and conditions on expenses we will pay and the facilities we will provide to Councillors.

1 Payment of expenses

1.1 Sydney Central City Planning Panel

We will pay Councillors for assessing planning matters and attending meetings of the Sydney Central City Planning Panel on the following basis:

- \$350 for each application assessed by the member, regardless of the means of determination by either email or in a Panel meeting
- \$700 per attendance at each meeting of the Planning Panel, including the Panel site inspection

1.2 Seminars, conferences and professional development

We will pay for Councillors attendance at approved conferences, seminars and professional development training (Events) as set out below, up to a maximum amount of \$11,400 per Councillor and \$13,680 for the Mayor each year.

a. Events fees

We will pay for:

- registration fees
- fees for the main Event dinner, if not covered by registration fees.

b. Accommodation

Councillors attending an event outside a radius of 25 kilometres from Council's administration centre will be entitled to overnight accommodation.

We will pay for accommodation, selected by Council or the Chief Executive Officer based on cost and convenience. A Councillor may choose accommodation at a different location that costs the same or less.

The number of accommodation days is limited to:

- the registration day
- each day on which the Event has official sessions, and the night preceding an Event where there is a reasonable need for accommodation
- each day on which a Councillor requires accommodation while travelling to and from an Event.

c. Rental car

If requested, we will pay for a rental car for each day of an Event and for each day of travelling to and from an Event.

The rental car will be limited to a standard family size vehicle hired at the most competitive rate.

Councillors must travel by the most direct route and may request a rental car only where it is the most practicable and economical mode of transport subject to any personal medical considerations.

The driver of a rental car is responsible for traffic or parking fines.

d. Car parking fees

We will pay for:

- hotel/motel parking, not included in accommodation costs
- airport parking, i.e. fees for a Councillor's private vehicle for the duration of an Event, if the total cost to Council, including taxi fares between the airport car park and the airport, is less than the equivalent taxi fares to and from the Councillor's residence and the airport

Councillors must complete the 'Travel and out-of-pocket expenses – events' claim form and supply receipts or tax invoices.

e. Transportation (except rental car)

We will arrange and pay for transportation to and from Events including:

- air fares - for journeys less than 4 hours, the class of travel is to be economy class. For journeys greater than 4 hours, the class of air travel may be premium economy. The class of travel may be business class where it is required for medical reasons supported by medical evidence and premium economy is not available.
- private vehicle costs - intrastate only
- train fares - economy class intrastate only.

Councillors must travel by the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

The driver of a private vehicle is responsible for traffic or parking fines.

f. Sustenance expenses

We will pay for:

- breakfast, lunch and dinner
- morning and afternoon teas
- meals and refreshments when away from home to attend an Event that are not provided at an Event or in an accommodation package for an Event.

Daily allowances apply

A 'day' is defined as registration day or a day on which there are official Event sessions.

The maximum daily allowance is \$250 for full day events, and \$125 for half day or less events.

Councillors can claim advance payments of \$100 each day for full day events, or \$60 a day for half day or less events. If Councillors incur expenses:

- higher than the advance payment, they can claim reimbursement after the Event up to the maximum daily allowance.
- lower than the advance payment, they must refund the unused amount to Council within 6 months of incurring the relevant expenses.

For Events outside the metropolitan area, Councillors can also claim up to 2 days at the maximum daily rate for 1-day travel time to the Event and 1 day returning from the Event if they travel on those days.

The limits will be reviewed annually subject to CPI indexation and will be rounded up to the nearest \$10.

Councillors must complete the 'Sustenance-events' claim form in all cases and supply receipts or tax invoices for expenses claimed.

g. Out-of-pocket expenses

We will pay for out-of-pocket expenses for attendance at events including charges for refreshments, taxi fares, laundry, dry cleaning, phone, internet, photocopies, postage, newspapers and road tolls.

Councillors must claim expenses using the 'Travel and out-of-pocket expenses – events' claim form.

h. Chief Executive Officer's Delegation

Council grants the Chief Executive Officer delegated authority to exceed the terms of clause 1.2(b) above (accommodation), 1.2(c) above (rental car), and the number of days sustenance outlined in 1.2 (f) above, if the cost to Council does not exceed the amount calculated if those provisions were applied strictly.

1.3 AICD Directors course

We will meet the costs of attending the Australian Institute of Company Directors, Board of Directors course, or equivalent Executive Certificate for Elected Members course. Council will fund one such course per Councillor per term. Attendance at this course is in addition to the amount in clause 1.2.

1.4 Local Government NSW Annual Conference

We will meet the reasonable costs of registration, travel, accommodation and meals when they are not included in the registration fee. Attendance at this conference is in addition to the amount in clause 1.2.

1.5 Executive positions on Local Government organisations

Where Councillors hold executive positions on Local Government organisations such as Local Government NSW, the Australian Local Government Association or the Australian Local Government Women's Association, the Mayor can approve attendance at meetings, seminars and conferences with payment of travel, accommodation and out-of-pocket expenses, but not payment for sustenance.

1.6 Travel expenses

Councillors may claim an allowance for use their private vehicles, taxis or public transport from an address within the Blacktown City local government area, and parking costs, to attend events up to a maximum amount of \$7,000 per Councillor each year including:

- Ordinary and Extraordinary meetings of Council
- Council committee, advisory committee meetings or meetings with external agencies (excluding Hawkesbury River County Council), where Council has appointed the Councillor as a Council delegate
- conferences, seminars and professional development training sessions approved by either Council or under delegated authority
- inspections inside or outside the local government area where Council (or the Mayor under delegated authority) has approved attendance
- Council functions that Council has authorised
- functions to which the Mayor has been invited and which another Councillor attends at the Mayor's request
- official Council briefings, information sessions, strategic planning forums and other gatherings to which all Councillors have been invited by the Mayor and or the Chief Executive Officer.

a. Allowance for use of private vehicle

Travel expenses will be limited to:

- travel directly to and from the event
- travel to and from an airport, station or other travel interchange which facilitates direct travel to the event.

Council will pay Councillors an allowance (being the maximum calculated under Council's Enterprise Agreement) to use their private vehicles. Councillors must claim private vehicle expenses using the 'Travel and out-of-pocket expenses – events' claim form.

b. Taxis and public transport

Council will provide each Councillor with a 'cab charge' credit card or an alternative taxi charge credit card to pay for taxi services.

Council will provide each Councillor with an 'Opal' card or an alternative public transport charge card to pay for public transport fares.

'Opal', cab charge or alternative card statements will be verified to confirm appropriate use.

1.7 Attendance at local fundraising and not-for-profit events

Consideration may be given to meeting the cost of Councillors' attendance at local fundraising or not-for-profit community events, including the expenses of an accompanying person detailed in clause 1.9.

Approval to meet attendance expenses of the Councillor (e.g. entrance ticket only) will only be given when the function is relevant to Council's interest and prior written approval of the Mayor and Chief Executive Officer has been obtained. The maximum amount for this expense will be \$1,150 per Councillor and \$5,700 for the Mayor, per year. Reimbursement for travel will be funded in accordance with the relevant travel expenses clause of this policy.

Council will not provide payment or reimbursement for a Councillors' support or attendance at any political fundraising events or any donation to a political party.

Councillors must complete the 'Travel and out-of-pocket expenses – events' claim form.

1.8 Mayoral incidental expenses

The Mayor may incur incidental expenses to a limit of \$5,700 per year in the performance of their role as Mayor outside of Council's Administration Centre, including sustenance expenses, dry cleaning of suits, attendance at functions and parking.

Expenses incurred under this clause will be categorised and reported to Council annually.

1.9 Accompanying person expenses

We will meet the expenses of a Councillor's accompanying person in attending:

- the Local Government NSW annual conference. We will pay the registration fee and the cost of attending events or programs which are part of the official conference program. Accommodation, travel expenses and accompanying person tours are the responsibility of the Councillor
- official Council functions within the Blacktown Local Government Area of a formal and ceremonial nature. This includes Australia Day, award ceremonies, citizenship ceremonies, civic receptions and charitable functions formally supported by Council. We will pay the cost of an entrance ticket and meal which will be met from the amount provided in clause 1.7
- civic or ceremonial functions of the Mayor. We will pay the cost of an entrance ticket and meal which will be met from the amount provided in clause 1.7.

1.10 Legal expenses

We may indemnify or reimburse the reasonable legal expenses of a Councillor:

- defending an action taken against the Councillor arising from the performance in good faith of a function under the Act (see s 731 of the Act)
- where legal proceedings are being taken against a Councillor, arising out of or in connection with the Councillor's performance of their elected role or exercise of their functions as a Councillor
- incurred in the event of an inquiry, investigation or hearing by any of the following:
 - Independent Commission Against Corruption
 - Office of the Ombudsman
 - Office of Local Government
 - Police
 - Director of Public Prosecutions
 - Civil and Administrative Tribunal

into the conduct of a Councillor, or legal proceedings being taken against a Councillor arising out of or in connection with the Councillor's exercise of their function as a Councillor.

We may reimburse the Councillor after the conclusion of the inquiry, investigation, hearing or proceeding on a solicitor/client basis for all legal expenses properly and reasonably incurred given the nature of the inquiry, review, investigation, hearing or proceeding, but only where the outcome is substantially favourable to the Councillor.

Council must pass a resolution to authorise legal expenses and payment is limited to \$10,000 (plus GST) each year for each Councillor.

We will not provide indemnification or reimbursement for:

- Councillor-to-Councillor, Councillor-to-Staff and Staff-to-Councillor actions
- legal expenses to Councillors for legal action initiated by Councillors.

2 Provision of facilities to all councillors

2.1 Computer equipment

We will provide and maintain suitable information technology hardware (including a printer), software and internet access to each Councillor as part of an Electronic Business Paper and Council Business Information System.

We will provide consumables including earphones or headphones and meet recurrent costs including toner for hardware and software, and install necessary upgrades (up to \$1,000 plus GST each year).

We will provide a tablet and iPad device to the same standard as issued to all Council employees. We will provide a combined printer, copier, scanner and communication equipment including routers and appropriate security measures.

We will provide training for the use of the hardware and software and provide separate email addresses for civic duties.

This equipment remains the property of Council and, after the Councillor's term of office ends or Council replaces or upgrades the equipment, must be returned to Council or purchased according to clause 2.16 of this policy.

2.2 Mobile telephone

We will provide and maintain a mobile telephone for each Councillor for civic duties. We will pay the costs of unlimited calls and internet access (not including the purchase of apps or other software).

We will provide a smart phone to the same standard as issued to all Council employees including email and internet connection. We will replace the smart phone as required every 2 years.

Councillors may install apps or other software on their mobile telephones at their own cost provided these do not adversely affect security.

We will provide a suitable international roaming facility for a Councillors' mobile telephone and pay the cost of international calls for approved overseas trips on official business.

2.3 Stationery and equipment

We will provide an adequate supply of plain paper to each Councillor. We will also provide stationery and equipment to each Councillor (up to \$3,530 (plus GST) each year) including:

- A4 letterhead
- paper suitable for allocated printers
- envelopes
- 'With Compliments' slips
- notepaper
- business cards
- 1 briefcase or business roller during each 4-year Council term
- up to 200 Christmas cards plus stamps each year (plus an additional 500 cards and stamps for the Office of the Mayor)
- suitable name badges for Councillors and their partners
- up to 750 standard stamps for postage related to civic duties each year to each Councillor. Unclaimed stamps will not be carried over to the next year's allocation
- up to 150 pocket diaries each year to the Mayor, 120 each year to the Deputy Mayor and 100 each year to each Councillor
- 1 diary (with inserts) each year
- sundry stationery items including writing paper, pens, pencils, adhesive tape, adhesive notes and glue sticks.

Councillors must use the 'Equipment and facilities' claim form for stationery and equipment.

2.4 Clothing

We will provide the following corporate clothing to each Councillor (up to \$1,490 (plus GST) each year), with a preference for Australian made products where available:

- 1 blazer embroidered with the Council Coat of Arms and Council logo every 2 years. On request, Council will provide an additional blazer to the Mayor during each four-year term
- a reasonable number of neck ties or scarves embroidered with the Council Coat of Arms and Council logo
- 1 quality sunhat each term
- 1 tie bar and set of cuff links during each 4-year Council term
- up to 2 business shirts or blouses and 2 polo shirts each year and embroidered with Council's logo
- a winter and lightweight jacket embroidered with the Council Coat of Arms and Council logo each year
- 1 pair of safety shoes (personal protective equipment suitable for site visits) every 2 years
- 1 umbrella each year.

Councillors must use the 'Equipment and facilities' claim form for clothing.

Subject to availability and on request, Council will also supply shirts, ties, scarves, pens, cufflinks, brooches and tie pins for promotional events and occasions.

2.5 Secretarial assistance

We will provide Councillors access to secretarial assistance on the 5th Floor of the Civic Centre.

2.6 Other facilities

We will provide the following office facilities for Councillors at the Civic Centre, Mount Druitt Hub and the Riverstone Digital Hub.

a. Office space

Sufficient office space with appropriate office furniture to allow the proper conduct of civic duties including the following activities:

- letter writing
- interviewing
- small meetings
- reading.

b. Office equipment

- A standard digital telephone connected to Council's telephone System
- A computer terminal with internet access connected to Council's Corporate Information System
- A stocked refreshment cabinet.

c. Car parking

Access to 1 reserved car parking space in the Civic Centre basement car park.

d. Security access

Restricted security access to the Civic Centre basement car park, public areas, Councillor rooms and facilities and the Council Chambers and Committee Rooms on level 5.

2.7 Meals and refreshments

We will provide appropriate meals and refreshments at meetings of Council and its committees, light meals at meetings of advisory committees, and a stocked refreshment cabinet in the Councillors' area.

2.8 Shredding machine

We will provide and maintain a shredding machine for each Councillor up to \$620 (plus GST) to dispose of confidential material. Councillors should dispose of shredded material in their recycling bins.

This equipment must remain at the Councillor's residence or office but remains the property of Council.

2.9 Desk, office and storage cabinet

On request and only once during each 4-year Council term, we will provide and maintain a desk up to \$810 (plus GST), an office chair up to \$680 (plus GST) and a storage cabinet up to \$420 (plus GST) for each Councillor; the limits to be adjusted to the CPI for Sydney at 1 March each year.

This equipment must remain at the Councillor's residence or office but remains the property of Council.

The individual purchase limit of the desk, office chair and storage cabinet may be exceeded provided the total purchase of the 3 items does not exceed the combined limit of \$1,910.00 (plus GST).

2.10 Aquatic and leisure centre health and fitness memberships

Councillors will receive an annual subsidy of up to \$460 when purchasing health and fitness memberships at our aquatic and leisure centres.

2.11 Council concerts, functions and public entertainment

The Mayor and Councillors are each entitled to 2 tickets to every event or function organised or presented by Council or a greater number where the Mayor and Chief Executive Officer approve.

Councillors will receive invitations to relevant functions held in their wards. This includes any function that has any of the following:

- Council sponsorship
- Council involvement
- Local government interest to Councillors.

We will not pay for Councillors to attend political fundraising functions.

2.12 Insurance

Council will maintain the following insurances:

- Public liability – relating to a Councillor's performance of their official duties
- Professional indemnity – relating to a Councillor's performance of their official duties and or exercise of their Council functions
- Personal accident – for Councillor and partner while on Council business
- Defamation – excluding Councillor-to-Councillor, Councillor-to-Staff and Staff- to-Councillor
- Councillor and officers – relating to a Councillor's performance of their official duties
- Other insurances – when considered necessary by the Chief Executive Officer (eg travel insurance).

We will pay any excess under a policy.

2.13 Carer expenses

We will reimburse carer expenses (up to \$4,570 (plus GST) each year) for a Councillor who is the principal carer of a child (up to 16 years old) or an elderly, disabled and or sick immediate family member.

Official civic functions include attendance at:

- Ordinary and Extraordinary meetings of Council
- Council committee meetings of which the Councillor is a member
- Ordinary, committee and sub-committee meetings of an organisation where the Councillor has, by Council resolution, been duly elected as a Council delegate
- inspections, inside or outside the area authorised by Council resolution or by the Mayor under delegated authority
- official Council functions authorised as Council business by a resolution of Council
- conferences, seminars and professional development training approved by Council resolution or under delegated authority
- functions to which the Mayor has been invited and which another Councillor attends at the Mayor's request.

If caring for an adult, a Councillor needs to provide suitable evidence (such as advice from a medical practitioner) to the Chief Executive Officer that reimbursement is appropriate.

A Councillor must lodge a formal claim with receipts and tax invoices within 1 month of incurring carer expenses. Council will pay expenses after the Chief Executive Officer and Mayor both approve.

2.14 Provisions for disabilities

Council may resolve to provide reasonable additional facilities and expenses to any Councillor with a disability to allow that Councillor to perform their civic duties.

Council will pay expenses after the Chief Executive Officer and Mayor both approve.

2.15 Limitations

A Councillor who is provided with more than any of the maximum limits referred to in this policy, will be invoiced for the additional costs and this must be paid within 1 month.

2.16 Purchase and return of equipment

A Councillor may ask to purchase all or some of the equipment after the Councillor's term of office ends or Council upgrades equipment.

The Chief Executive Officer will decide whether or not to sell the equipment and the purchase price, which must reflect the market value. The Chief Executive Officer may ask for independent advice on the market value.

A Councillor must pay for the equipment within 7 working days of receiving notice of the determined price.

Councillors who do not wish to purchase equipment must return it to the Civic Centre within seven days of vacating office.

3 Provision of additional facilities to the Mayor

In addition to any extra provisions noted in section 2 above, the Mayor will also be provided the following.

3.1 Mayoral vehicle

The Mayoral vehicle is for the civic duties and functions of the Office of Mayor and for incidental private use.

Council will provide to the Mayor a maintained vehicle. The vehicle purchase price limit will be below the luxury car tax threshold as determined by the ATO.

The vehicle will meet or exceed the minimum emission standard set for leaseback vehicles in Council's fleet.

We will supply a fuel card or pay the costs to charge an electric vehicle, and an electronic toll tag for the Mayoral vehicle and pay usage costs.

We will pay the costs of registration, insurance, maintenance, weekly cleaning (wash and vacuum), fuel and fringe benefits tax for the Mayoral vehicle.

If the Mayor opts not to use a Mayoral vehicle, in recognition of the additional responsibilities of this role, the Mayor may seek reimbursement for use of a private vehicle up to a maximum limit of \$17,100 per year when attending to civic duties and functions of the Office of Mayor. The \$17,100 maximum reimbursement is inclusive of any travel expenses claimed under clause 1.6 of this standard, service costs and fuel.

3.2 Office facilities

The Mayor is entitled to use the Mayoral Office and Mayoral reception room and its facilities at the Civic Centre. If the Mayoral reception room is not available for the Mayor to carry out civic duties, the Mayor be allocated the Nirimba room or a committee room.

3.3 Secretarial support and postage

We will provide secretarial support to the Mayor at the Civic Centre during normal office hours.

We will pay for postage of all of the Mayor's official mail.

3.4 Credit card

Council will provide a corporate credit card to the Mayor on the following conditions:

- the credit card is for incidental expenses in line with clause 1.8 of this policy
- the credit card will have a limit of \$5,000
- the credit card account will be in the name of Blacktown City Council and the credit card will be issued to the Mayor personally
- the Mayor must complete any required application form
- the credit card must not be used for cash advances

- the Mayor must return the credit card to the Chief Executive Officer on or prior to the date the Mayor's term ceases
- the Mayor and Chief Executive Officer must both authorise payment of credit card statements.

3.5 Community event admission fees

When the Mayor has accepted an invitation to attend a community event representing Council, Council will pay any admission fee for the Mayor or the Mayor's Councillor delegate.

4 Superannuation

From 1 July 2022 Council will make superannuation contribution payments to the Mayor and Councillors at the level equivalent to the superannuation guarantee levy.

A superannuation contribution payment does not constitute salary for the purpose of any Act.

Councillor claim for travel and out-of-pocket expenses - events

Use this form to claim for travel and/or out-of-pocket expenses in line with section 4.2 of the P000469 Civic office expenses and facilities' policy.

Councillor declaration and signature

- ☐ I have attached receipts in support of my claim.
- ☐ I understand that expense claims cannot be processed if this form is not submitted within 6 months of incurring the relevant expense.
- ☐ The information supplied is correct and represents expenditure that I incurred attending the event referred below, and in line with the Council's Civic office expenses and facilities policy.

Your name

Your signature

Date / /

For help and to
return this form

Executive Conference Administrator
conferences@blacktown.nsw.gov.au 9839 6413

1 Event details

☐ Conference ☐ Seminar ☐ Training ☐ Fundraising/
Other: Not-for-profit community event

Event title

Events date(s)

Event location

Event
description

How is the event relevant to Council's functions or interests?

Did anyone
accompany the
claimant?

☐ Yes, please provide details below ☐ No

Authorisation

☐ By Mayor/CEO
☐ By Council Meeting date Report no.

2 Out of pocket expense details

If the expense includes use of your private vehicle, you only need to tell us the kilometres travelled; we will calculate the amount based on the vehicle details previously provided.

Description of expense (receipts must be attached)	Vehicle use if applicable	Amount
	km	\$
	km	\$
	km	\$
	km	\$
	km	\$
Amount being claimed		\$
plus any vehicle use reimbursement		\$
Total expenses to be paid		\$

Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit www.blacktown.nsw.gov.au for a copy of the plan.

Office use



Reconciled in line with P000469 Civic office expenses and facilities policy

File number

Name

Signature

Date

Councillor claim for sustenance - events

Use this form to claim for Sustenance expenses in line with section 1.2f of the P000469 Civic office expenses and facilities' Standard.



Type of claim

☐

Advance

- ☐ Half day (upper limit)
☐ Full day (upper limit)

☐

Reimbursement

- ☐ Half day (limits apply)
☐ Full day (limits apply)

Councillor declaration and signature

For advances

☐

I will certify my actual expenses when known, provide required receipts and refund any unspent part of the advance.

For reimbursements

☐

I have attached receipts in support of my claim.

For all

☐

I understand that expense claims cannot be processed if this form is not submitted within 6 months of incurring the relevant expense.

For all

☐

The information supplied is correct and represents expenditure that I have incurred or expect to incur in attending the event referred below, and in line with the Council's Civic office expenses and facilities policy.

Your name

Your signature

Date / /

For help and to
return this form



Executive Conference Administrator

✉ conferences@blacktown.nsw.gov.au ☎ 9839 6413

1 Event details

☐

Conference

☐

Seminar

☐

Training

☐

Other:

Event title

Events date(s)

Event location

Authorisation

☐

By Mayor/CEO

☐

By Council

Meeting date

Report no.

2 Expense reimbursement details

	Amount	Comment(s)
Total expenses incurred		
Advance payment		
Maximum payable		
Reimbursement or (refund payable)		

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Office use

☐

Reconciled in line with P000469 Civic office expenses and facilities policy

File number

Name

Signature

Date

Councillor claim for equipment and facilities



Blacktown
City Council

Use this form to claim for specified equipment and facilities in line with sections 2.3 and 2.4 of P000469 Civic office expenses and facilities' standard.

Councillor declaration and signature

☐ The information supplied is correct and represents the equipment and/or facilities I require in line with Council's P000469 Civic office expenses and facilities' policy.

Your name _____

Your signature _____

Date ____ / ____ / ____

For help and to
return this form



Executive Councillors' Assistant

Lorissa.LaRobina@blacktown.nsw.gov.au



9839 6270

1 Your requirements

Description	Maximum	Size/Colour	Requested	Office use
				Date issued
Blazer	2 each term: Councillors 3 each term: Mayor			
Briefcase or business roller	1 each term	n/a		
Business shirt/blouse	2 each year			
Christmas cards & stamps	200/year: Councillors 700/year: Mayor's office	n/a		
Cufflinks	1 each term	n/a		
Diary (with inserts)	1 each year	n/a		
Lightweight jacket	1 each year			
Name badge	n/a	n/a		
Neck tie or scarf	n/a			
Pocket diaries	100/year: Councillors 120/year: Deputy Mayor 150/year: Mayor	n/a		
Polo shirt	2 each year			
Safety shoes	1 pair every 2 years			
Standard postage stamps	750 each year	n/a		
Sunhat	1 each term			
Tie bar	1 each term	n/a		
Umbrella	1 each year	n/a		
Winter jacket	1 each year			

Office use

☐ Reconciled in line with P000469 Civic office expenses and facilities policy

Name _____

Signature _____

Date _____

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